



NEW JERSEY DEPARTMENT OF THE TREASURY DIVISION OF UNCLAIMED PROPERTY ADMINISTRATION

ANALYST TRAINEE

The New Jersey Department of the Treasury, Unclaimed Property Administration seeks to hire Analyst Trainees to work in the Reports and Client Data Services Unit. These entry level positions will learn to review, analyze, and evaluate incoming Holder reports to ensure reporting compliance with the State's Uniform Unclaimed Property Statute. This includes the itemized review of these reports to ensure that Holders are complying with the Statute's abandonment periods. The Analyst Trainee will learn to prepare detailed and accurate evaluations of the findings and present this to supervisory staff. These findings would include a conclusion and recommendation whether to propose a potential audit examination to field audit staff. Throughout the course of the training period, the Analyst Trainees will learn to perform the following; receive, analyze, and confirm incoming Holder reports are in compliance in accordance with the UPA's policy, regulations, and formatting requirements; identify Holders whom are failing to meet these reporting requirements; how to work within the UPA's KAPS software program to retrieve data, create/run reports, and identify potential administrative procedures and policies that can be improved; learn the UPA Report section policies and business processes; and support the Report section during the bi-annual reporting seasons by assisting with the initial acceptance of incoming Holder reports. Performs other related duties.

SALARY: Starting salary is \$44,628.85, with an increase to \$46,646.55 after 6 months of employment and satisfactory performance. A comprehensive benefits package is offered.

REQUIREMENTS:

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.

NOTE FOR FOREIGN DEGREES: Degrees and/or transcripts issued by a college or university outside of the United States must be evaluated for accreditation by a reputable evaluation service at your expense. The evaluation must be included with your submission. Failure to submit the required evaluation may result in an ineligibility determination.

RESIDENCY REQUIREMENT: In accordance with the New Jersey First Act, P.L. 2011, c.70, new public employees are required to obtain New Jersey residency within one (1) year of employment. For more information, please visit: <https://nj.gov/labor/lwdhome/njfirst/NJFirst.html>.

If you are qualified and interested in this employment opportunity, please submit the following documents:

- Cover Letter/Letter of Interest
- Resume
- Transcripts (unofficial are acceptable)
- Application for Employment found at <https://www.nj.gov/treasury/administration/pdf/hr-application.pdf>.

Responses must be submitted via email to address listed below by close of business on November 4, 2021 (5:00 pm)

NJ Department of the Treasury
Employment Recruiter

Email address: EmploymentRecruiter@treas.nj.gov
(Please use "Analyst Trainee – UPA" in the Subject Line)

The State of New Jersey is an Equal Opportunity Employer